

**BAS-3L
(9-2011)**



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau conducts the annual Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status of all governmental units effective on or before **January 1** of the survey year. This voluntary survey is an important opportunity for you to ensure that we have the correct boundary and legal name for your government. The Census Bureau will use the boundary information to report data from the Population Estimates Program (PEP), the American Community Survey (ACS), and other Census programs and surveys.

The Census Bureau and your state or county are collaborating to consolidate responses to the BAS. The state or county has agreed to report all governmental annexations, deannexations, incorporations, disincorporations, and mergers for the governments effective on or before January 1 of the survey year, to the Census Bureau. Since your government has agreed to participate in this consolidation of work, we will not be sending you separate BAS materials.

Please review and return the enclosed Contact Update Form. On the Contact Update Form, confirm that the Highest Elected Official information is correct. The BAS contact is the county or state representative who will be submitting updates to the Census Bureau. If you have questions about what will be submitted for your government, please contact your representative using the information on the form.

Fax the completed form to the Census Bureau before **February 1** using the toll-free number, 1-800-416-3262. Fax the form only. Please do not include a cover sheet. The form can also be mailed in the enclosed postage-paid envelope or send by e-mail to <geo.bas@census.gov>.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please e-mail <geo.bas@census.gov>, telephone 1-800-972-5651, or visit <<http://www.census.gov/geo/www/bas/bashome.html>>.

Sincerely,

Robert M. Groves
Director

Enclosures